

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Health Education Coordinator		
TITLE CODE: 2812	SERIES: Health Education	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$16.89-\$21.41/HR GRADE: 20 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Health Education Director or Public Health Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Coordinates the identification and assessment of health education needs and the available resources, participates in health education program planning, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality. Participates in the health education evaluation process, communicates effectively including documentation, recordkeeping, and correspondence, provides leadership to health educators and senior health educators within the agency, develops and implements a plan of continued professional growth and development.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree

EXPERIENCE: Must have five (5) years of health related or education experience

SUBSTITUTION CLAUSE: See below

EDUCATION: N/A

EXPERIENCE: Master's degree or bachelor's degree in health or human services fields will substitute for one (1) year experience required. A professional license in the health or human services fields will substitute for an additional year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR), provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum, shares health information with the public, Establishes a working relationship with the community, teaches appropriate aspects of health education in the community, exchanges information with various organizations concerning health education, disseminates and/or supervises the dissemination of health information to the public, utilizes radio, TV, and newspaper contact in disseminating public health information, assembles materials to be utilized in presentations. Assures that educational information and materials are up to date, demonstrates an understanding of cultural competency, participates as a team member and refers to Health Education Director or Public Health Director as needed for general direction. Serves as supervisor for health educators and/or support staff.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 01/16/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.